

Outlook 2002/2003 Tips & Tricks

1) Speed Up Your Mailbox:

- View mailbox size - Tools\Mailbox Cleanup
- Manual archive - Previous Calendar Years - File\Archive
- Delete E-mails from Sent Items and Deleted Items folders
- Empty Deleted Items folder upon exiting Outlook - Tools\Options\Other

2) Schedule Appointments:

- Schedule an appointment - Actions\New Appointment (individual or private)
- New meeting request - Actions\New Meeting Request
- Sharing calendars - Share My Calendar & Open a Shared Calendar (**Outlook 2003 only**)

3) Toolbars:

- Show full menus - Customize\Options\Always show full menus

4) Recover a Deleted Message (14 Days):

- Select Deleted Items\Tools\Recover

5) Recall a Sent Message:

- Open already sent Email - Actions\Recall This Message